

Romsey Primary School Systems Manual

Title	Manual	Number	Issue	Date
A				
Administration	Policy	701		
Administration Manual	Supporting Documents	725.100.2	1.0	3.04
Achievement Awards	Process	805.200	1.0	7/04
Achievement Award - Caring	Supporting Documents	805.200 1	1.0	7/04
Achievement Award - Learning	Supporting Documents	805.200 2	1.0	7/04
Achievement Award - Inclusion	Supporting Documents	805.200 3	1.0	7/04
Achievement Award - Happiness	Supporting Documents	805.200 4	1.0	7/04
Achievement Award - Relationships	Supporting Documents	805.200 5	1.0	7/04
Achievement Award - Classroom	Supporting Documents	805.200 6	1.0	7/04
Achievement Awards Master List	Supporting Documents	805.200 7	1.0	7/04
Achievement Awards Gold Stickers	Supporting Documents	805.200 8	1.0	7/04
Annual Report	Policy	706		
Anti-Harassment	Policy	722	2.0	10.04
Arts, The	Policy	580	1.0	8.02
Assessment & reporting	Policy	650	1.0	7.02
Assessment & reporting	Process	650.100	1.0	7.02
AIM Letter to Parents, results	Supporting Document	654.100.1	1.0	10/03
Asthma Management	Policy	806	1.0	8.02
Attendance	Policy	822		
Australian Schools Competitions	Process	601.100	1.0	8.02
Australian Schools Competitions English/ Maths Letter	Supporting Documents	601.100.2	1.0	8.02
Australian Schools Competitions English letter	Supporting Documents	601.100.3	2.0	6/04
Australian Schools Competitions Science Letter	Supporting Documents	601.100.1	1.0	8.02
Australian Schools Competitions Participants Lists	Supporting Documents	601.100.4	1.0	8/02
A-Z What You Need to Know	Supporting Documents	725.100.1	1.0	2.04
B				
Big Picture, The	Policy	302	1.0	8.02
Bulletin	Policy	717		
Bulletin	Process	717.100	1.0	10.02
C				
Canteen	Policy	755		
Camps & Excursions	Policy	620	2.0	3.04
Camp notice	Supporting Documents	620.100.1	1.0	8.02
Camp- Parent attending	Supporting Documents	620.100.3	1.0	8.03
Camp- Parent non attending	Supporting Documents	620.100.4	1.0	8.03

Camp Guidelines for Parents	Supporting Documents	620.100.5	1.0	8.04
Capture the Memory Presentation	Supporting Documents	402.100.1	1.0	8.02
Casual Relief Teachers	Policy	735		
Casual Relief Teachers (CRT) Employment	Process	735.100		
Casual Relief Teachers (CRT) List	Supporting Documents	735.100.1	1.0	6.03
Charter	Policy	702		
Charter Development	Process	702.100	2.0	7.04
Child Harm protocol	Supporting Documents	805.100.1	1.0	7.03
Class Placement	Process	820.100	1.0	8.02
Classroom System Map	Policy	203		
Communication	Policy	703		
Communications & Information Technology	Policy	630	2.0	5.04
Community Access	Policy	632		
Consent for Using Student Images	Supporting Documents	830.100.1	1.0	4.03
Canteen	Policy	755		
Code of Behaviour	Policy	800	1.0	7.02
Community	Policy	901	1.0	8.02
Contents	Policy	002	1.0	8.02
Contracts	Policy	748		
Cover Sheet	Policy	001	1.0	2.02
Cross Country	Process	521.100	1.0	8.02
Cross Country- Bendigo	Supporting Documents	521.100.2	1.0	8.02
Cross Country Competitor Record	Supporting Documents	521.100.3	1.0	7.03
Cross Country Hanging Rock	Supporting Documents	521.100.1	1.0	8.02
CRT Employment	Process	735.100	1.0	3.03
Curriculum	Policy	404	1.0	7.02
D				
Document & Data Control	Policy	407	1.0	8.02
Drug Education	Policy	525		
E				
English	Policy	510	2.0	5.04
Early Years Literacy Plan	Supporting Documents	510.100.1	1.0	5.03
Early Years Numeracy Support	Process	540.100	1.0	5.03
Early Years Numeracy Plan	Supporting Documents	540.100.1	1.0	5.03
Early Years Literacy Support	Process	510.100	1.0	5.03
Education Maintenance Allowance	Policy	902		
Energy Efficiency	Policy	718	1.0	10.04
Enrolment	Policy	820		
Enrolment - Welcome to RPS	Supporting Documents	820.100.1	2.0	8.04
Enrolment – Parent Directory of Information	Supporting Documents	820.100.2	2.0	8.04
Emergency Management	Policy	760	1.0	3.02
Emergency Management Plan	Supporting Documents	760.100.1	1.0	3.03
Environmental Ed.	Policy	561		

Equal Opportunity	Policy	724		
Excursion	Process	620.100	1.0	7.02
Excursion non-attenders	Process	620.200	1.0	5.03
Excursion notice	Supporting Documents	620.100.2	1.0	8.02
Extension Programs	Policy	601		
Externally Generated Documents Distribution	Process	703.100	1.0	8.02
F				
Family Maths	Policy	541		
Family Maths	Process	541.100		
Family Science	Policy	551		
Family Science	Process	551.100	1.0	6.02
Finance	Policy	712		
First Aid	Policy	807	2.0	10.04
Flowchart Development	Process	000.300	1.0	2.02
Fundraising	Policy	707		
G				
Global Setting Template	Supporting Documents	301.100.2	1.0	2.03
Goal Setting	Policy	653		
Graduation	Policy	611		
Graduation	Process	611.100	1.0	8.02
H				
Head Lice	Policy	808	1.0	5.03
Head Lice	Process	808.100	1.0	5.03
Head Lice- Consent Form	Supporting Documents	808.100.1	1.0	5.03
Health	Policy	522	1.0	7.02
Health & Physical Education	Policy	520	1.0	7.02
Hire of Facilities and Equipment	Policy	765	1.0	6.03
Hire of Music Tutors	Policy	730		
Homework	Policy	640		
I				
Integrated Curriculum	Policy	605		
Internet User	Policy	631	1.0	8.02
Internet User Code of Practice P-2	Supporting Documents	631.100.1	1.0	5.03
Internet User Code of Practice 3-6	Supporting Documents	631.100.2	1.0	5.03
Interschool Sport & House Sport	Policy	523		
Interviews	Process	405.100	1.0	7.02
Interviews- February	Process	650.200	1.0	9.02
Interviews- Parent letter- February	Supporting Documents	650.100.1	1.0	8.02
Interviews- parent questions	Supporting Documents	650.100.2	1.0	8.02
Interviews- Timesheets	Supporting Documents	650.100.4	1.0	8.02
ISDES- Action Plan 03-05	Supporting Documents	522.100.2	1.0	7.03
ISDES- Record of Understanding	Supporting Documents	522.100.1	1.0	7.03
Issue of Externally Generated Documents	Process	407.200	1.0	2.02
Issue of Internally Generated Documents	Process	407.100	1.0	2.02
J				
Job Description	Policy	420		

Job Description	Process	401.200		
Junior School Council	Process	840.100	1.0	7.02
Junior School Council Excursion Letter	Supporting Documents	840.100.1	1.0	11.03
K				
KLAs (Key Learning Areas)	Policy	701		
KLA Action Plan	Supporting Documents	701.200.1	1.0	3.03
KLA Coordination	Process	701.200	1.0	3.03
L				
Learning & Teaching Philosophy	Policy	600	1.0	7.02
Learning Improvement Plan	Supporting Documents	512.100.1	1.0	8.02
Library	Policy	511	1.0	7.02
List of Processes	Process	000.100	1.0	2.02
Literacy Intervention	Policy	512	1.0	7.02
Literacy Intervention	Process	512.100	1.0	8.02
LOTE Indonesian	Policy	530	1.0	7.02
LOTE Day	Policy	531		
M				
Management Responsibilities	Policy	401	1.0	2.02
Manual Amendment Authorisation & Distribution	Policy	102	1.0	2.02
Mathematics	Policy	540	1.0	7.02
Meetings	Policy	714		
Moderation	Process	650.400	1.0	7.04
Multicultural	Policy	564	1.0	10.04
Musical Biennial	Policy	583		
Musical Production Costumes	Process	583.100	1.1	9.02
Musical Production	Process	583.200	1.1	9.02
Musical Production Auditions	Process	583.300	1.1	9.02
Musical Production Publicity	Process	583.400	1.1	9.02
N				
Newsletter	Process	703.200	1.0	7.03
Numbering Process	Policy	103		
O				
Occupational Health & Safety	Policy	722		
Office Reception	Policy	845		
Organisation	Process	401.100		
P				
Parents	Policy	900		
Parent Thankyou Invitation	Supporting Documents	900.100.1	1.0	12.02
Parking Lot	Supporting Documents	301.100.1	1.0	2.03
PDR – Beginning Teacher	Process	741.100	1.0	8.02
PDR – Beginning Teacher	Supporting Documents	741.100.1	3.0	2.04
PDR – Beginning Teacher Mid Cycle Review	Supporting Documents	741.100.2	1.0	8.02
PDR – Experienced Teacher	Process	741.200	3.0	2.04
PDR – Experienced Teacher	Supporting Documents	741.200.1	1.0	8.02
PDR – Experienced Teacher Mid Cycle Review	Supporting Documents	741.200.2	1.0	8.02
PDR – Experienced Teacher with Responsibility	Process	741.300	3.0	2.04
PDR – Experienced Teacher with Responsibility	Supporting Documents	741.300.1	1.0	8.02

	Documents			
PDR – Experienced Teacher with Responsibility Mid Cycle Review	Supporting Documents	741.300.2	1.0	8.02
PDR – Leading Teacher	Process	740.400	1.0	8.02
PDR – Leading Teacher	Supporting Documents	740.400.1	3.0	2.04
PDR – Leading Teacher Mid Cycle Review	Supporting Documents	740.400.2	1.0	8.02
PDR – School Services Officer	Supporting Document	746.100.1	1.0	4.04
PDR – Self Assessment Goals	Supporting Documents	741.500.1	1.0	3.03
Peer Mediation	Process	840.300	1.0	5.03
Performing Arts	Policy	581	1.0	8.02
Permission Forms	Policy	830		
Photos School	Process	736.100	1.0	2.04
Physical & Sports Education	Policy	521	1.0	8.02
Planning	Policy	610		
Planning Early Years	Process	610.100	1.0	7.02
Planning Senior	Process	610.200	1.0	7.02
Planning Early Years 3/4	Process	610.300	1.0	7.02
Playground Time Out	Process	800.100	1.0	7.02
Plus Delta proforma	Supporting documents	301.100.3	1.0	9.03
Policy Development	Policy	704		
Policy Review	Process	704.200	1.0	7.02
Portfolios	Policy	652		
Portfolio Guidelines	Supporting Documents	653.100.1	1.0	8.02
Portfolio Parent Letter	Supporting Documents	653.100.2	1.0	6.03
Portfolio Goal Setting	Supporting Documents	653.100.3	1.0	4.04
Positive Behaviour Management - Classroom	Process	800.200	1.0	10.02
Process Amendment, Authorisation	Process	000.200	1.0	2.02
Process Numbering	Process	000.300	1.0	2.02
Professional Development	Policy	720	2.0	3.04
Program Planning	Process	701.100	1.0	7.02
Public Relations & Marketing	Policy	708	1.0	9.01
Purchasing	Policy	710		
Purchasing resources	Process	712.100	1.0	3.03
Purpose of the Manual	Policy	101	1.0	2.02
Q				
Quality Policy Statement	Policy	301	1.0	2.02
Quality Work Place Mat	Supporting Documents	402.100.2	1.0	8.02
Quality Beginning 2003	Supporting Documents	301.100.4	1.0	4.03
Quality Beginning 2004	Supporting Documents	301.100.5	1.0	3.04
Quality Beginning 2004 Powerpoint	Supporting Documents	301.100.6	1.0	3.04
R				
Reading Recovery	Policy			
Recruitment Advertised Vacancies	Process	740.100	1.0	8.02
Religious Education	Policy	562		

Responsibility for Authorisation & Issue of Documents	Process	407.100	1.0	2.02
Romsey Primary School Systems View	Supporting Documents	301.100.3	1.0	2.03
Role Statements	Supporting Documents	725.100.3	1.0	4.04
S				
School Captains	Process	840.200	1.0	7.02
School Council	Policy	403	1.0	7.02
School Council Election	Process	403.100	1.0	8.02
School Council Ballot Papers (Schedule 6)	Supporting Documents	403.100.9	1.0	8.02
School Council Ballot Papers (Schedule 7)	Supporting Documents	403.100.10	1.0	8.02
School Council Committees	Supporting Documents	403.100.2	1.0	8.02
School Council Elections	Supporting Documents	403.100.3	1.0	8.02
School Council Nomination Forms (Schedule 5A)	Supporting Documents	403.100.7	1.0	8.02
School Council Nomination Forms (Schedule 5B)	Supporting Documents	403.100.8	1.0	8.02
School Council Notice for DE&T (Schedule 8)	Supporting Documents	403.100.11	1.0	8.02
School Council Notice for Election (Schedule 3)	Supporting Documents	403.100.5	1.0	8.02
School Council Notice for Election (Schedule 4)	Supporting Documents	403.100.6	1.0	8.02
School Council Roles & Responsibilities	Supporting Documents	403.100.4	1.0	8.02
School Council Standing Orders	Supporting Documents	403.100.1	1.0	8.02
School Quality Journey	Policy	304	1.0	8.02
School System	Policy	202	1.0	7.02
Science	Policy	550	2.0	3.04
Security	Policy	713		
Self Assessment	Process	401.300		
SOSE	Policy	560	1.0	7.02
SSO Employment	Policy	746		
Staff Code of Conduct	Policy	721	1.0	7.02
Staff Leave	Policy	723		
Staff Meeting Number Data	Supporting Documents	701.100.2	1.0	4.04
Staff Performance	Policy	740		
Staff Roles	Policy	727		
Staff Room Duty	Policy	729		
Staff Room Duty	Process	729.100	1.0	3.03
Student files	Process	650.300	1.0	3.03
Student Lateness Letter	Supporting Documents	822.100.1	1.0	4.03
Student Leadership	Policy	840	1.0	6.04
Student Reports- CSF Info Level 4	Supporting Documents	651.100.9	2.0	6.04
Student Reports- CSF Info Level 3	Supporting Documents	651.100.8	2.0	6.04

Student Reports- CSF Info Level 2	Supporting Documents	651.100.7	2.0	6.04
Student Reports- CSF Info Level 1	Supporting Documents	651.100.6	2.0	6.04
Student Reports- December	Policy	651		
Student Reports- June Cover	Supporting Documents	651.100.5	2.0	6.04
Student Reports- June Level 4	Supporting Documents	651.100.1	2.0	6.04
Student Reports- June Level 3	Supporting Documents	651.100.2	2.0	6.04
Student Reports- June Level 2	Supporting Documents	651.100.3	2.0	6.04
Student Reports- June Level 1	Supporting Documents	651.100.4	2.0	6.04
Student Reports- December Level 1	Supporting Documents	652.100.1	1.0	7.04
Student Reports- December Level 2	Supporting Documents	652.100.2	1.0	7.04
Student Reports- December Level 3	Supporting Documents	652.100.3	1.0	7.04
Student Reports- December Level 4	Supporting Documents	652.100.4	1.0	7.04
Student Reports- Parent Letter Interview June	Supporting Documents	651.100.10	3.0	6.04
Student Reports- Parent Letter Interview Feb	Supporting Documents	651.100.1	2.0	3.04
Student Supplies	Policy	711	1.0	9.01
Student Supplies- Purchasing	Process	711.100	1.0	8.02
Student Supplies Purchasing AS 12	Supporting Documents	711.100.8	2.0	3.03
Student Supplies Purchasing DC 12	Supporting Documents	711.100.7	2.0	3.03
Student Supplies Purchasing DE Prep	Supporting Documents	711.100.2	2.0	3.03
Student Supplies Purchasing DS 12	Supporting Documents	711.100.4	2.0	3.03
Student Supplies Purchasing GJ 56	Supporting Documents	711.100.10	2.0	3.03
Student Supplies Purchasing GP 12	Supporting Documents	711.100.1	2.0	3.03
Student Supplies Purchasing KB 34	Supporting Documents	711.100.14	2.0	3.03
Student Supplies Purchasing KJ 12	Supporting Documents	711.100.5	2.0	3.03
Student Supplies Purchasing LL 56	Supporting Documents	711.100.11	2.0	3.03
Student Supplies Purchasing LOTE	Supporting Documents	711.100.18	2.0	3.03
Student Supplies Purchasing MML Prep	Supporting Documents	711.100.3	2.0	3.03
Student Supplies Purchasing MMM 34	Supporting Documents	711.100.13	2.0	3.03
Student Supplies Purchasing MYM 56	Supporting Documents	711.100.9	2.0	3.03
Student Supplies Purchasing Perf Arts	Supporting Documents	711.100.17	2.0	3.03

Student Supplies Purchasing Reading Recovery	Supporting Documents	711.100.19	2.0	3.03
Student Supplies Purchasing SW 34	Supporting Documents	711.100.34	2.0	3.03
Student Supplies Purchasing VB 34	Supporting Documents	711.100.15	2.0	3.03
Student Supplies Purchasing Visual Arts	Supporting Documents	711.100.16	2.0	3.03
Student Wellbeing	Policy	805	1.0	7.02
Student Welfare	Policy	405	1.0	8.02
Studies of Asia	Policy	563		
Sunsmart	Policy	804	1.0	2.01
Suspension Note (Student)	Supporting Documents	800.100.1	1.0	7.03
System Description	Policy	402	1.0	2.02
System Description	Process	402	1.0	7.02
Systems Thinking	Policy	201	1.0	7.02
T				
Teacher Employment	Policy	745		
Technology	Policy	570	1.0	7.02
Time Out Room Conference	Supporting Document	800.200.1	1.0	7.03
Transition K- Prep	Policy	810		
Transition K- Prep	Process	810.100	1.0	7.02
Transition K-Prep	Supporting Documents	810		
Transition Letter Parents	Supporting Documents	810.100.1	1.0	4.04
Transition Invitation Information Sessions	Supporting Documents	810.100.2	1.0	4.04
Transition 6-7	Policy	812		
Triennial review	Policy	705		
U				
Uniform	Policy	750		
Unit Structure	Policy	406	1.0	7.02
Using Visio for flowcharts	Supporting Documents	000.300.1	1.0	9.03
V				
Visual Arts	Policy	582	1.0	8.02
W				
Warm Fuzzies	Supporting Documents	729.100.1	1.0	4.04
Wet Days	Policy	715		
Wet Day timetable	Process	715.100	1.0	3.03
X				
Y				
Yard Duty	Process	715.200	1.0	4.03
Z				